



## Administrative Variance

An Administrative Variance can usually be reviewed in the Planning & Building Department by the Zoning Administrator. The following can be processed as administrative variances:

1.

All variances in residential zones;
2.

Variances for fences or walls in any zone; and,
3.

Any variance in a non-residential zone that does not exceed the 25% of the development standard.
4.

Any variance in the MP-Manufacturing Park zone.

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

**TIME:** If your application is for a residentially zoned property or a fence or wall in any zone, you may obtain the signatures of your adjacent property owners, and the variance can be processed within 10-15 working days of submittal. If the requested variance involves non-residentially zoned property or you cannot get the signatures of the adjacent property owners, notification prepared by the Planning & Building Department takes an additional two weeks. In the event your variance requires environmental review pursuant to the California Environmental Quality Act (CEQA), a minimum 20 day public comment period is required, thereby lengthening the processing times and filing fees.

**HEARINGS:** If a hearing is required, the applicant, a representative, or the legal owner should be present.

**APPEAL PROCESS:** If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES (*FILING FEES ARE GENERALLY NOT REFUNDABLE*):**

Application Fee

Without Notice (Signatures of adjacent property owners required)	\$ 253.00
Additional lot/acre or portion thereof	\$ 44.00
With Notice (The City notifies adjacent property owners)	\$ 319.00
Additional lot/acre or portion thereof	\$ 44.00

Environmental Initial Study

Environmental Initial Study without grading	\$ 495.00
Environmental Initial Study with grading	\$ 803.00
Additional lot/acre or portion thereof	\$ 154.00

Time Extension (per year)	\$ 154.00
Appeal by the applicant	\$ 242.00
Appeal by non-applicant	No Charge

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):

- ☐ 1 copy of completed General Application form
- ☐ 1 copy of completed Variance Justification form (attach to application)
- ☐ Two (2) copies of Plot Plans including the following:

1. The boundaries of the property, with all dimensions, and square footage of the lot.

2. The location and dimensions of all existing and proposed buildings, structures, walls, fences and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
  3. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1' or other appropriate scale).
  4. Widths to centerline of existing streets, highways, alleys and other public right-of-way or easements when they abut or cross the subject property.
  5. Names, addresses and phone number of architect or designer, Engineer, and applicant.
  6. Square footage of open space in rear yard after addition is constructed, if applicable.
  7. Square footage of dwelling (including garage, covered patio, Location of windows, door, or other openings or mechanical equipment (such as air conditioners) in the required setback, if applicable. All graphics shall be folded to 8-½ by 11 inches.
- ☐ Two (2) copies of all visible sides of the building or addition, if applicable.
  - ☐ Two (2) copies of the floor plans for each building.
  - ☐ One (1) copy of the most recent recorded Grant Deed for the subject property, including a complete and accurate legal description. ( A deed can be obtained from a Title Company). (Attach to application.)
  - ☐ One (1) original copy of signature sheet and plot plan with adjacent property owner signatures. For most Administrative Variance applications you may secure written approval for your proposal from the owners of all properties immediately adjacent to and directly across the street from the subject property on the sheet provided in this packet and also on the plot plan. If the written approval cannot be obtained, adjacent property owners will be notified of the variance request.
  - ☐ The applicant is encouraged to provide photos of the site to support their request.
  - ☐ One (1) copy of Riverside County Airport Land Use Commission (ALUC) application. The ALUC application is required at the time this VR application is filed if the project site is within an Airport Influence Area. (See attached maps). See "ALUC Information" handout for further information.
  - ☐ Hazardous Site Review Questionnaire
  - ☐ Hazardous Materials Questionnaire

#### **Height/story variances in the RC Zones**

Aside from the filing requirements set forth above, any variance requests for extra building height/stories in the RC-Residential Conservation Zone must be accompanied by:

- ☐ Approved grading plans for the site.
- ☐ A composite map clearly indicating the approved grading on adjoining sites, or if no grading has been approved, the natural topography of adjoining property.
- ☐ Street sections, where appropriate.
- ☐ Building sections and building elevations for proposed dwelling (in addition to required plot plans).
- ☐ If more than one lot is involved, the proposed building height pad elevation for each lot shall be clearly identified. Heights shall be justified based on relationships with surrounding lots and natural topography.
- ☐ Environmental Information Form